

**ADMINISTRATIVE SECRETARY
(REFERENCE)
605**

DEPARTMENT: Library/Reference

NATURE OF WORK:

Under the supervision of the steering committee of the Adult Services Department, the Administrative Secretary (Reference) is responsible for a variety of tasks necessary to support the public service and team management activities of the reference department.

ESSENTIAL FUNCTIONS OF THE JOB:

Provides clerical support for reference committee meetings - e.g., keeping minutes, maintaining internal records, soliciting team feedback, and communicating decisions.

Compiles and maintains the department's monthly computerized statistical report.

Maintains the department's master calendar, weekly desk schedule and other time management tools as needed, including coordinating leave and conference arrangements.

Assists in researching, compiling, analyzing, and tracking information and statistics for reports and special projects for the reference department, including those related to funding possibilities, long-range plans, budget reports, personnel, and other management requirements. Prepares computerized graphs and other aids as required.

Provides clerical assistance for departmental personnel processes.

Responds to surveys and questionnaires of department activities at the direction of the Steering Committee; assists in team correspondence.

Coordinates ordering of supplies and other equipment for the department.

As a member of the reference team, participates in at least one team standing committee.

May participate in library-wide committees or projects.

Performs other related duties as requested.

JOB LOCATION AND EQUIPMENT OPERATED:

The job is located in the library. Work occurs typically sitting in an office, with occasional walking, light lifting and other limited physical activities. Involves frequent operation of personal computer and office equipment. Regular contact is made with employees and the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Expertise in word processing, databases, spreadsheets and other computer software.

Accuracy and efficiency in typing, filing, and other clerical skills.

Ability to compile and analyze information, including statistical data.

Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.

Excellent written and verbal communication skills.

Ability to establish and maintain effective working relationships with library employees and the general public.

Ability to analyze and to creatively solve problems related to the position.

Ability to work with enthusiasm and initiative.

MINIMUM QUALIFICATIONS:

Undergraduate degree or combination of higher education and experience in related fields to provide necessary expertise. Extensive computer experience, including spreadsheets and scheduling software, required.

NECESSARY SPECIAL QUALIFICATIONS:

Requires the ability to travel among various library sites.